



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 05/07/2015

Closing Date: 05/21/2015

Position Title: Director

Department: Public Works

Work Schedule: Monday-Friday 8:00AM-5:00PM

Wage Rate: Pay Range 39: \$51.08 – \$65.20 /Hr./ Non-Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Bachelor's Degree in Civil Engineering
- Tribal Identification *(if applicable)*

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: Public Works Director

WORKSITE: Tule River Indian Reservation
487 South Reservation Road
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Director of the Public Works Department is responsible for the safety and effective operations of the Tribal roads, water and sanitation systems. The Director will ensure that the maintenance, repair and operation of these Tribal systems is such to assure a safe and effective Public Works Department; this includes all precautionary measures for proper upkeep and maintenance of all equipment and maintaining supplies and materials. The Director will prepare bid packages and manage multiple projects.

DUTIES & RESPONSIBILITIES:

1. The Director is responsible for the maintenance and repair of Tribal roads, water and sanitation systems and equipment.
2. Develop and implement department goals, objectives, policies, and priorities.
3. Maintain and operate shop area in a safe manner, free from hazardous materials and conditions, which would be detrimental to a safe operating environment.
4. The Director is responsible for purchases to ensure deliverable services for and by the Public Works Department.
5. Maintain daily records on vehicles, equipment and personnel under the supervision for and by the Public Works Department.
6. Perform annual road inventory to provide and maintain accurate accountability of materials and supplies. Plan and submit road maintenance projects for review and consideration.
7. Update and monitor Public Works and BIA roads maintenance projects for review and consideration.
8. Prepare bid package for heavy equipment earthwork and utility connections.
9. Manage construction and utility connection projects.
10. Attend training as needed to operate an exceptional Public Works Department.
11. Attend all meetings where input by this Department is crucial and makes presentations to the Tribal Council as needed
12. Supervises and participates in the review of plans; evaluates compliance with laws, ordinances, and acceptable standards, and recommends corrections or improvements
13. Prepares and evaluates requests for proposals relating to projects requiring contract engineering work; directs the preparation of project cost estimates for competitive bidding purposes; reviews plans of consulting/engineering firms performing and evaluates their

performance; performs construction contract modifications and negotiates contract changes and change order costs.

14. Compiles and analyzes statistical data and prepares technical reports relating to public works projects and programs; assists in the preparation of cost projects for the department budget and monitors expenditures.
15. Makes periodic presentations to the Tribal Council.
16. Works with other state, local and federal agencies.
17. Supervises department staff; trains and evaluates employees; initiate and carries out appropriate disciplinary actions.
18. Performs related duties and responsibilities as required.
19. Director will work closely with Federal and State funding agencies, procuring funds as necessary to maintain all aspects of the Public Works Department.
20. Performs administrative duties including but not limited to annual budget, purchase orders, preparing monthly reports, expense reports, etc.

QUALIFICATIONS:

1. Bachelor's degree in Civil Engineering, including at least five years at a management level.
2. Extensive knowledge of engineering principles, methods, and practices as applied to public works, traffic, maintenance activities, and utilities, including planning and development, design and construction.
3. Ability to Communicate clearly and concisely, both orally and in writing
4. Ability to make sound decisions in a manner consistent with the essential job functions.
5. Respond to emergency and problem situations in an effective manner.
6. Understand, explain and apply policies and procedures.
7. Knowledge of construction materials, methods, and inspection techniques.
8. Knowledge of local, State, and Federal regulations and law affecting public works projects including FEMA, ADA, and ADOT requirements.
9. Must successfully complete a pre-employment drug/alcohol screen and background investigation.
10. Must have a valid California Driver's License and be insurable through the Tribe

PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions, and may require field work. Field work may expose employee to, but not limited to adverse weather and conditions, dust, equipment fumes, and noise. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. This job also may require the use of a vehicle to travel to job sites, ability to run various Public Works equipment, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle and equipment.

This position reports to: Tribal Administrator

Supervises: Public Works Department

Salary Range: Pay Range 39: \$51.08 – \$65.20 per hour
Bi-Weekly/ Non-Overtime Eligible

Benefits: Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K
Participation.

Hours: Monday-Friday 8:00 a.m. – 5:00 p.m.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN
APPLICANTS IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT